



ILLINOIS

George H. Ryan, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael S. Schwartz, Director

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *FC*
Bureau of Communication and Computer Services

DATE: June 13, 2002

RE: MONIES Training Classes

MONIES (Management of Network Income Expense Services) is the database program utilized by Central Management Services (CMS) to process, track, and bill all telecommunications products and services. MONIES 101 training is also a prerequisite for the MONIES DIRECTORY class on alphabetical and departmental listings in the State of Illinois Telephone Directory.

Inquiry into MONIES will allow you to:

- Check the status of your TSRs and TDRs
- Verify your inventory of voice and data equipment
- Review your monthly bills (the three most current months are available on-line)
- View your departmental and alphabetical state telephone directory database

MONIES 101 is for people who have not had prior MONIES training. Students are taught:

- How to logon to MONIES and to negotiate the application
- How to know where you are within the application
- How to do simple searches for answers to questions about the inventory

MONIES 202 is for anyone who has already attended MONIES 101 and has additional questions.

- Students who enroll in the MONIES 202 class will be asked to submit two questions in advance for review during class.

MONIES training will be offered on the dates and times listed below:

Class Dates & Times:

Chicago: MONIES 101
Wednesday, July 17, 2002
8:30 a.m. to 12 p.m.
James R. Thompson Center
2nd Floor Training Center, Room 2-024

MONIES 202
Wednesday, July 17, 2002
1 p.m. to 4:30 p.m.
James R. Thompson Center
2nd Floor Training Center, Room 2-024

Springfield: MONIES 101
Wednesday, July 24, 2002
8:30 a.m. to 12 p.m.
Capital City Center
130 W. Mason

MONIES 202
Wednesday, July 24, 2002
1 p.m. to 4:30 p.m.
Capital City Center
130 W. Mason

Please note that all registrants must have their own RACF ID and MONIES ID and should have previously accessed MONIES from their office. If you need to establish RACF IDs, contact your agency data processing coordinator. If you need to establish a MONIES password, or need assistance with connectivity please contact Dana Funk, MONIES Coordinator, at (217) 785-1930 by Monday, July 1, 2002.

To register, please contact Steve Hayden, CMS Data Provisioning Manager at (217) 524-5033 or Steve_Hayden@cms.state.il.us.

FC:nd

120 W. Jefferson, Springfield, IL 62702-5103

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